

**SECRET**

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Building Supply Officer

Att: [redacted]

2 November 1951

Office of General Counsel

Request for two electric typewriters

1. The Office of General Counsel is responsible for typing, in final form, CIA contracts for career agents, staff agents, consultants, personal services, etc. The signed original contracts are maintained in CIA, the authenticity of which is obvious in fiscal, administrative or legal claims and settlements. The Office of General Counsel desires to prepare these final contracts on an electric typewriter to assure presentability.

2. At the present time, the various contracts are prepared in an original and two copies. Due to a change in distribution, it will soon become necessary to type 8 or 9 copies of each contract. The electric typewriter will alleviate the necessity of making two runs of each contract on the elite typewriter.

3. There are two girls assigned to our branch office to type the contracts, most of which are typed with a deadline of a day or two. Hence, we are requesting two electric typewriters. Our branch office is located in room 2064 J Building.

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4. For any further information, please call [redacted] extension [redacted]

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[redacted]  
Accountable Officer  
Office of General Counsel

APPROVED:

s/ John S. Warner  
ASSISTANT GENERAL COUNSEL

OGC:mls

*Received (2)*

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